The DAC Digest
May 3, 2017

NOTES FROM THE DIRECTORS

Office of Student Assessment

DLM and Forward Test Window Closing
Just a reminder that the DLM and Forward test windows close this **Friday, May 5**. If you have students who missed any testing sessions, please make sure to arrange make-ups in the next two days.

Thank you for all of your efforts to complete testing in a timely manner. Please do not hesitate to contact the Office of Student Assessment with questions.

Viji
Viji Somasundaram, Director
Office of Student Assessment

Office of Educational Accountability

ESSA Draft Plan
The Department of Public Instruction (DPI) has published a first draft (Version 1.0) of our state plan application under the Every Student Succeeds Act (ESSA), along with a survey to gather public input on the draft. It is posted on the ESEA page: https://dpi.wi.gov/esea. The survey will be open until the end of June. In May, we will be announcing listening sessions to be held in June. Please review the plan and provide your feedback.

Laura
Laura Pinsonneault, Director
Office of Educational Accountability

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

Forward Exam

- **Forward Testing Status and Demographic Data Clean-up**
  The last day to complete Forward testing is Friday, May 5. As of today, more than 92 percent of tests have been completed statewide. As we near the end of the Forward testing window, please remember to double check all student demographic data for completeness and accuracy. All students should be enrolled in test sessions (details below), including those who were not/will not be tested. *All students in grades 3-8 and 10 should be administered the appropriate Forward Exams, or given the proper "Reason Not Tested" codes – including students who tested on the DLM.* Reporting in eDIRECT will be based on student demographics as they are found in eDIRECT. Accountability and WISEdash reporting will be based primarily on student data submitted to DPI through the WISEdata system.

- **Locating Students Not in Test Sessions** As mentioned above, all students should be assigned to test sessions. Students not enrolled in test sessions will be counted as not tested. To determine if you have any students not assigned to test sessions:
    1. Under **"All Applications"** select "**Student Management"**, then the "**Manage Students"** tab.
    2. Select your district and school, and select "none" for session assignment. Leave all other fields blank. A list of students will appear for you to review in eDIRECT.
    3. If you are interested in downloading this information to an Excel file, scroll to the bottom of the page and export to Excel and save in a secure location using the file name,"[DISTRICT NAME] Students With No Session [CURRENT DATE]."

    Not tested students should be in test sessions. We understand that the eDIRECT guide has a "NOTE" which says to remove these students from test sessions. If you have, that is fine. The reason DPI asks districts to keep students in test sessions is so that the Not Tested Codes (NTCs) are still visible to the districts.

- **Forward Exam District Survey**
    Data Recognition Corporation (DRC) and DPI are seeking feedback from districts on the 2017 Forward Exam Test Administration. The survey, found here, includes questions about district experiences with eDIRECT, INSIGHT, online resources created for test administration, DRC's Help Desk, and more. We estimate the survey will take approximately 10-15 minutes, and is intended to be completed primarily by district assessment coordinators (DACs) and district technology coordinators (DTCs). Please help us improve your experience by completing this survey no later than May 30, 2017.

- **Student Reports**
    Forward Exam student reports and summaries will be posted to eDIRECT late June. The hard copies of individual student reports will be mailed to districts late July.

ACT HIGH SCHOOL ASSESSMENTS
ACT with writing and ACT WorkKeys

- **How does a student request the same accommodation on future ACT tests?**
    - Students who receive approval for accommodations for state testing may streamline a request for the same accommodations for national (Saturday) testing.
    - The student should first complete the national testing registration process.
    - Then, the school will need to go to the Testing Accessibility Accommodation system (TAA), find the student's approved record, and assign it to the student's registered national test date.
    - The instructions for how to do both of these steps can be found in the "Requesting the Same ACT-Approved Accommodation on a Future Administration of The ACT Test" document.

Reminders
- **Score Reports**
    - The ACT Data and Results page includes sample reports and reporting resources for district, high school, student, college, and state ACT reporting.
    - The WorkKeys Data and Results page includes sample reports and resources on district, high school, and student reporting.

- ○ See the [2016-17 School and District Report Schedule](#) for report details and delivery dates.
- **How can a student view their ACT score online?**
  - ○ To create a student account, click the link to the [ACT web account](#), choose "Create Account", and complete the necessary information.
  - ○ In order for state testing scores to match to the student account, the first name, last name, date of birth, email address, and home address need to be entered exactly as they were provided on the student answer document.
  - ○ If the matching fields provided during the account creation process do not match up with what the student provided on the answer document, then the student will need to contact Student Services (ACT-WebAccount@act.org) to get assistance with matching their scores to their web account.
  - ○ Scores are loaded in the system routinely, so if the student at first does not see their results when creating an account, they should check back periodically within the 3-8 week period post testing.

Aspire Early High School

- **What does "reinstatement" mean?**
  - ○ Purges the student's work.
  - ○ Does not count as a test attempt.
  - ○ When approved, allows student to have another test attempt for the subject.
  - ○ Only the new test attempt will display in the Individual Student Record.
  - ○ Requires DPI approval.
  - ○ Should only be requested in rare situations such as:
    - ■ Student is in a test session that has started and needs accommodations added to the personal needs profile (PNP).
    - ■ Technology problems before student was able to begin.
    - ■ Student is in a test session that has started and needs to be removed so the school can add the Will Not Test reason on the accountability tab.
    - ■ Student has transferred, but is still in active test sessions at their former school.
- **What does "force close" mean?**
  - ○ Test has been closed for the student.
  - ○ Answers have been submitted and will be sent to score.
  - ○ Student cannot log back into the test.
- **What does "exiting a test (logout of TestNav)" mean?**
  - ○ Student has logged out of TestNav.
  - ○ This pauses the test and will allow the student to resume and finish when he or she returns.
  - ○ Situations where exiting/Logout of TestNav should be used are:
    - ■ Bathroom breaks
    - ■ Technology problems where student is kicked out
  - ○ See [instructions for exiting and resuming a test](#) for details.
- **What does "resuming a test" mean?**
  - ○ Student's test was stopped and has been resumed in the portal by the proctor.
  - ○ Student can continue testing and is given only the amount of time remaining before the interruption.

- **What does "submitted" mean?**
  - The student's test has been sent to score and it cannot be reopened.

Reminders

- **Do not close test sessions**
  - School and district staff should not close test sessions in the Aspire portal. Rather, ACT Aspire will take care of this task once the testing window has ended.

- **Instructions for Marking Students as "Will Not Test" in the Aspire Portal**

  - If you have students who will not test either because they are taking the DLM, parent opt out, recently arrived English learner (EL), or for another reason, leave the students' information in the portal and **do not add them to test sessions.**
  - Then, follow the steps below to indicate that the student will not test.
    1. Hover over the Students tab, and select Find Students
    2. Locate the appropriate student by using the search fields
    3. From the same Student's Profile, click on the Testing Accountability tab
    4. Select the Subjects the student is not testing in and select the appropriate Will Not Test reason

Reading Readiness

- *2017-18 School Year*

  - For the 2017-18 school year, the reading readiness requirement will remain the same as the 2016-17 school year. Districts will be required to assess for reading readiness all four-year-old kindergarten through second grade students at least once during the school year. Each school board and the operator of each charter school shall select the appropriate, valid, and reliable assessment of literacy fundamentals to be used. The school board or operator shall ensure that the assessment evaluates whether a pupil possesses phonemic awareness and letter sound knowledge.

- *REIMBURSEMENTS*

  - DPI will be issuing reimbursement checks to districts within the next two months. If you have questions, please contact Duane Dorn at 608-267-1069 or duane.dorn@dpi.wi.gov.

ACCESS for ELLs

Reminders

- **UPCOMING DEADLINES**
  - **May 4, 2017**
    - Post-Reporting Data Validation Window Closes

- **INFORMATION ON STANDARD SETTING IMPACTS**
  - Last summer WIDA undertook a Standard Setting. This revised the ACCESS for ELLs Cut Scores.
  - Student Progress will look different on ACCESS this year. Information on this change can be found here.
    - Please note the Overview Flier and parent information on that page.
  - Recorded webinars explaining the changes can be found here.
  - Information on student growth and future ESSA accountability plans available here.

- **English Language Proficiency (ELP) SCREENER CHANGES for 2017-18**
  - For Grades 1-12
    - WIDA will be discontinuing the W-APT on August 31.
    - The new screener for these grades is called the WIDA Screener.
    - The WIDA Screener is essentially the current ACCESS test with fewer questions.
    - Administration is identical, but Speaking and Writing are scored locally.
    - Paper versions are available for purchase, while the online version is free.
      - Full kits are available, although many components can be downloaded free of cost.
      - Districts must purchase at minimum student test booklets (response booklets can be printed locally) and audio files.
    - MODEL will not be allowed as a screener for grades 1-12 after this school year, as it's no longer completely aligned with the ACCESS for ELLs test due to last summer's Standard Setting. (See above.)
  - For Kindergarten
    - You can use either the K-WAPT or the K-MODEL for screening.
    - The K-WAPT remains free, and the K-MODEL is still a district purchase.
  - Training
    - Available now on the WIDA Website here.
    - Add privileges for your staff under "My Account & Secure Portal" > "User Account & Training Status". Check off the 'Screener' box.
  - Availability of WIDA Screener
    - We will enable the WIDA Screener on May 8.
    - Look for an email from DRC with information on this topic on May 8th.
    - Add user permissions in the WIDA Assessment Management Systems (AMS) on or after May 8.

Dynamic Learning Maps (DLM) Reminders

- **Test Administration Monitoring Report**
  - At the state level, 88 percent of the required testlets have been completed. DACs should use the Test Administration Monitoring Report function in Educator Portal to ensure that all required testlets are completed by the end of the test window. However, please note that Social Studies testlets are being reported as a 'zero' for all students in this report. DACs should confirm with test administrators that they have completed the rater form and submitted the performance level for students in grades 4, 8 and 10. All other content

areas are reporting accurate data. Directions on how to use the Report function can be found in the Educator Portal User Guide beginning on page 75.

- **Required Number of Testlets Per Grade and Content Area**
  - The chart below shows the number of testlets to expect during spring assessment. It is organized by grade for each subject area. Wisconsin assesses English language arts and math in grades 3-11, science in grades 4 and 8-11, and Social Studies in grades 4, 8 and 10. Test administrators should verify that they have completed all required testlets before the end of the test window. Students may be assigned Field Test testlets once all of the required operational testlets have been completed.Test administrators will know that it is a field test testlet by the naming convention. Field test testlets will contain a 'R' in the name e.g. ELA RI.3.4 IP **R**4943.

Grade	Math Testlets	ELA Testlets	Science Testlets	Social Studies Testlet
3	6	7	-	-
4	7	7	9	1
5	6	7	-	-
6	6	6	-	-
7	6	6	-	-
8	6	6	9	1
9	6	6	9	-
10	6	6	9	1
11	6	5	9	-

- **Student Mobility During Window**
  - Every year, students move during the spring assessment window. Several methods are available to move a student from one school to another. Once testing has begun, some methods are highly effective and some are not recommended. The DLM created document, serves as a guide for these methods. Please contact Kristen Burton or the DLM Helpdesk for assistance if necessary.

- **Teacher Survey**
  - DLM staff request your help encouraging teachers to participate in the teacher survey in support of the assessment's validity argument. A teacher survey is assigned for every student in KITE® Client. Teachers are encouraged to administer at least one testlet per content area prior to responding to the survey. Sections inquiring about the teacher's experience only need to be completed once if the teacher receives multiple surveys (one

per student). The total survey may include between 8-12 items and is estimated to take 5-10 minutes to complete.

- **Student Test Tickets and Testlet Information Pages (TIPS)**
  - Instructions on how to locate student test tickets and Testlet Information Pages can be found in the [Educator Portal User Guide](#) beginning on p. 53. Please see the REMINDER below if you are unable to locate test tickets.

- **DLM Test Tickets**
  - Please remember that test tickets will only appear if a student has been rostered in each required content area and whose First Contact Survey (FCS) has been submitted. Test administrators must complete the required training and agree to the security agreement in Educator Portal before they will receive test tickets for a student.

DAC DIGEST DIGESTIBLES

Important Dates to Remember		
April	24-May 26: ACT Aspire testing Window	Aspire
May	5: DLM test window closes	DLM
	15: Deadline to enter not tested reasons in PearsonAccessNext	ACT/WK
	26: Aspire test window closes	Aspire
	30: Deadline to enter will not test reasons in Aspire portal.	Aspire

Important Tasks to Remember	
❏ Review [DAC Guide](#). ❏ Review [Test Administration Manual](#). ❏ Review [eDIRECT User Guide - Students and Testing](#).	Forward
❏ Manage users and permissions in the Aspire portal. ❏ Assign room supervisors and proctors the Educator role in the Aspire portal. ❏ Upgrade to TestNav 8.8 for Aspire testing. ❏ Setup Proctor Cache for Aspire. ❏ Enter PNPs in Aspire portal. ❏ Set up online test sessions in Aspire portal. ❏ Conduct test staff training session. ❏ Print student authorization tickets and store in a secure place.	Aspire Early High School
❏ Review Data Validation modules. ❏ Plan for Data Validation March 7-15.	ACCESS
❏ Update secure browser for [DLM KITE Client](#). ❏ Add new users, students and rosters to [Educator Portal](#) and *validate* the data. ❏ Encourage test administrators to complete the [required test administrator training](#) as early as possible.	DLM
❏ Submit the Reading Readiness Reimbursement Request Form by April 7, 2017.	Reading Readiness

❏	Ensure relevant team members are aware of the information regarding reading readiness assessment at Reading Readiness Overview and Reading Readiness FAQ.	

Online Resource Highlights

As new resources are posted to our website, we will include them here for your convenience. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.

Resource	Description	Assessment
ACT and WorkKeys Report Schedule	Descriptions and delivery dates for district, school, and student-level reports	ACT/WorkKeys
ACT Data and Results	DPI webpage with links to sample reports and resources for understanding and using ACT reports	
TestNav 8 Online Support page	Information on upgrading TestNav to 8.8	Aspire
Schedule of Events	Calendar of Aspire dates and deadlines - updated 2/9	
Technology Readiness Webinar	Recording of Aspire Technology Webinar	
Test Administration Webinar	Recording of Aspire Test Administration Webinar	
ACT Aspire TMS Training Site	Self-paced training modules on a variety of topics related to pre-test tech readiness, assessment preparation, assessment administration, post assessment steps, and reporting and data usage. To access the modules, go to the website, enter your email address, and then select the training videos from the summative module category.	
ACCESS for ELLs Calendar	Provides an overview of relevant 2016-17 dates	ACCESS
WIDA Resources	Revamped training and manuals for 2016-17	
Educator Portal User Guide	Provides guidance and support for users navigating Educator Portal	DLM
Data Management Manual	Supports data managers with managing user, student, and roster data in Educator Portal	DLM
Test Administration Manual	Supports Test Administrators in preparing themselves and students for the DLM assessment	DLM
OSA Office Hours Webinar - **3/16 recording now posted**	The DAC Resources and Trainings page will house our recorded webinar, as well as the accompanying PPT	General
Report Card Resources	Various resources to assist in understanding, explaining, and using the 2015-16 School and District Report Card data	OEA